

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, May 21, 2013 at 4:00 p.m.  
Room 224, McMaster University Student Centre**

- PRESENT** Andrew Smith (chair), Jeannie An (recording secretary), Jackie Arlen, Emily Cerantola, John Liauba
- REGRETS** Alamin Berhanu, Michelle Macfarlane
- GUESTS** Dr. Phil Wood, Associate Vice-President (Students & Learning) & Dean of Students; Lisa Boniface, Assistant Director – Centre for Continuing Education

**CONSTITUTION OF THE MEETING**

A quorum of directors being present, the chair called the meeting to order.

**ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES**

- Minutes of March 19, 2013

**1. AVP-STUDENT AFFAIRS & DEAN OF STUDENTS**

The Board met with Dr. Phil Wood, McMaster University's Associate Vice-President (Students & Learning) and Dean of Students, to discuss the letter from the Provost dated April 15, 2013.

Dr. Wood provided some background regarding the current MAPS situation and what the administration would like from MAPS before releasing MAPS fees held by the University. He noted that McMaster is still collecting \$7.00 per unit fee but holding it in trust until further notice.

Dr. Wood suggested what MAPS should focus on and address as soon as possible, before the Board of Governors meeting on June 6:

- What is the role of MAPS? What services will MAPS provide for its members?
- Develop a budget for 2013
- Think about a MOU (Memorandum of Understanding) between MAPS and McMaster.
- What will the governance structure of MAPS look like?
- Indicate that in light of the University withholding fees, MAPS is not able to commit to capital funding of L.R. Wilson Hall.

**2. LISA BONIFACE (CCE)**

The Board met with Lisa Boniface, Assistant Director at the Centre for Continuing Education. Boniface provided an overview programs offered and CCE's past relationship with MAPS. CCE offers:

- Certificate and diploma programs;
- Professional development training courses; and
- Corporate, customized training courses or workshops.

Courses are offered in-class and online and this year more than 45% of CCE students registered for online course and this is expected to continue to grow in the future.

Boniface explained CCE students pay \$21.00 per course to MAPS and that most of the funds collected go towards bursaries, costs of graduation ceremonies, and events/workshops. She added that CCE courses are held at the Downtown Centre or online and not on the main McMaster campus.

### **3. ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting of April 30, 2013, was deferred to the next meeting.

### **4. CLOSED SESSION**

The board moved into Closed Session.

RETURN TO REGULAR SESSION

### **5. OFFICE FURNITURE AND EXPENSES**

Arlen will meet with office staff to finalize purchase of an office chair.

iPADs previously purchased by MAPS are now in the lounge area where they may be used by MAPS members. Smith purchased locks to secure the iPADs.

It was agreed that board members would be reimbursed for parking when they have come to McMaster for a board meeting. Similarly, other minor expenses (e.g. coffee/tea for meetings) may be reimbursed, subject in all cases to appropriate receipts being submitted to Arlen.

### **6. AUDIT UPDATE**

There are a few items outstanding on the list of documents/questions from the auditor. Arlen will contact the auditor to seek clarification on how to move forward in cases where information is not available.

### **7. WEB SITE**

Some components have been updated, but work remains to be done. The board will approve documents before they are posted.

**Action:** Arlen to assist with introductory message  
An to share documents via DropBox

MAPS now has a Twitter account. Information should always be available on the web site. Consideration will be given to establishing a Facebook page.

### **9. OUSA UPDATE**

Smith advised that he has attended OUSA meetings and noted that it would be difficult to have a MAPS member attend the monthly meetings. OUSA meetings are usually more than one day and this is difficult for a part-time student to accommodate. Smith added that he found the meetings of limited value but he will continue to monitor OUSA. The board may wish to consider whether to remain a member of OUSA.

## **10. FUTURE BOARD MEETINGS**

The board discussed the role of non-executive members at meetings. It was clarified that all board members are to attend full board meetings and that the executive committee will meet separately as appropriate.

Smith and An stressed the importance of members contributing their perspective to discussion. Note was taken of the request that members get more information rather than less so as to fully inform discussions.

## **11. REVIEW OF ACTION ITEMS**

- Smith to draft response to Provost and Dean of Students in response to Dr. Wilkinson's letter and this evening's discussion with Dr. Wood
- An to meet with Lisa Boniface to continue discussion with CCE
- An to meet with ED sub-committee (Cerentola, Liauba, and Arlen)
- Smith to contact Jeannette Hunter about getting out of the vehicle lease
- Arlen to purchase office chair
- Arlen to contact auditor about how to address missing information to complete audit
- An and board to add content to DropBox
- An to book MUSC 224 for future board meetings

## **12. NEXT MEETING / ADJOURNMENT**

Next meeting: Tuesday, June 11, 2013 at 4:00pm. Members were asked to bring their calendars to facilitate scheduling future meetings.

There being no further business, the meeting was adjourned at 6:45 p.m.

These minutes were duly approved by the Board at its meeting on August 10, 2013.



Andrew Smith, President



David Moore, Secretary